

## EAP Executive Curriculum

### How to Request the EAP Executive Curriculum

1. Access the [Delaware Learning Center](#) (DLC) through either State Sign-On or Standard Login.
2. In Global Search Bar type “EAP Executive Curriculum”
3. Click **Open Curriculum**.



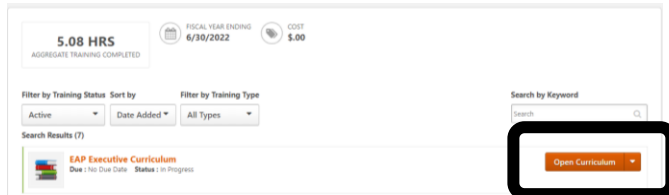
4. Click **Request**



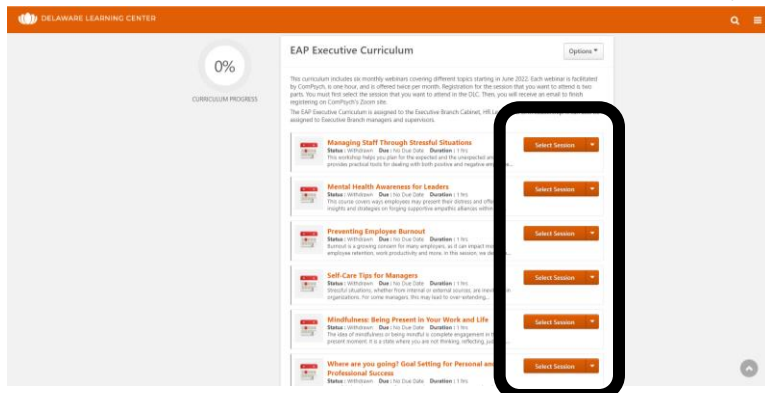
5. Once your supervisor approves the curriculum, it will appear on your transcript and you can follow the registration instructions.

### How to Register for the Webinar Sessions

1. Access the [Delaware Learning Center](#) (DLC) through either State Sign-On or Standard Login.
2. Go to your Transcript in the DLC and click **Open Curriculum** to the right of the EAP Executive Curriculum.



3. You will see six webinars in the curriculum. For each webinar, click **Select Session**.



4. On the Event Details pop-up window, choose the webinar date/time that works best for you and click **Request** beside that session.

The screenshot shows a web browser window with the URL [stateofdelaware-pilot.csod.com/LMS/LoActions/LoDetailEvent.aspx?loid=f6ab66f0-932a-46cf-ad6e-...](https://stateofdelaware-pilot.csod.com/LMS/LoActions/LoDetailEvent.aspx?loid=f6ab66f0-932a-46cf-ad6e-...). The page displays a table of sessions with columns: Sessions, Locator Number, Seats Available, and Waitlist. Two sessions are listed, each with a 'Request' button highlighted by a black box.

Sessions	Locator Number	Seats Available	Waitlist
<b>SBO_EAPCurriculum_MSTSS_061522</b> 6/15/2022 (Wednesday) 10:00 AM - 11:00 AM Duration: 01:00 Location: Webinar Language(s): English (US)	100706	999	0
<b>SBO_EAPCurriculum_MSTSS_063022</b> 6/30/2022 (Thursday) 2:00 PM - 3:00 PM Duration: 01:00 Location: Webinar Language(s): English (US)	100707	1000	0

Buttons: **Request** (highlighted), **Request** (highlighted), **Close**, **Notify me when sessions are scheduled**

5. You will receive an email for each session that contains a link to finish registering on ComPsych's Zoom website. Click the link in the email to access the Zoom site for your selected session.

The screenshot shows an email interface with the subject line "Action Required: Finish Registering for Managing Staff Through Stressful Situations". The email is from LearningCenter (MailBox Resources) to LearningCenter (MailBox Resources). The email body contains a message from Caryn, thanking the recipient for their interest in attending the Managing Staff Through Stressful Situations webinar. The email includes a link to "ComPsych's Zoom" page, which is highlighted by a black box. The email also includes a "Request" button, which is highlighted by a black box.

Dear Caryn

Thank you for your interesting in attending Managing Staff Through Stressful Situations! Your registration is almost complete. Finish registering on [ComPsych's Zoom](#) page. You will need to enter your first name, last name, and State email address and click **Register**. Then, you will receive an email with a calendar invite that contains the link for the Zoom meeting.

**Have questions?** Email us at [sbo.communications@delaware.gov](mailto:sbo.communications@delaware.gov).

6. On the Zoom site for the session, enter your first name, last name, email address, and click **Register**.

The screenshot shows the "Webinar Registration" form on the Zoom site. The form includes fields for First Name, Last Name, Email Address, and Confirm Email Address. The "Register" button is highlighted by a black box.

Webinar Registration

Topic: State of Delaware - Managing Staff Through Stressful Situations

Time: Jun 30, 2022 02:00 PM in Eastern Time (US and Canada)

\* Required information

First Name \*  
Last Name \*

Email Address \*  
Confirm Email Address \*

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

**Register**

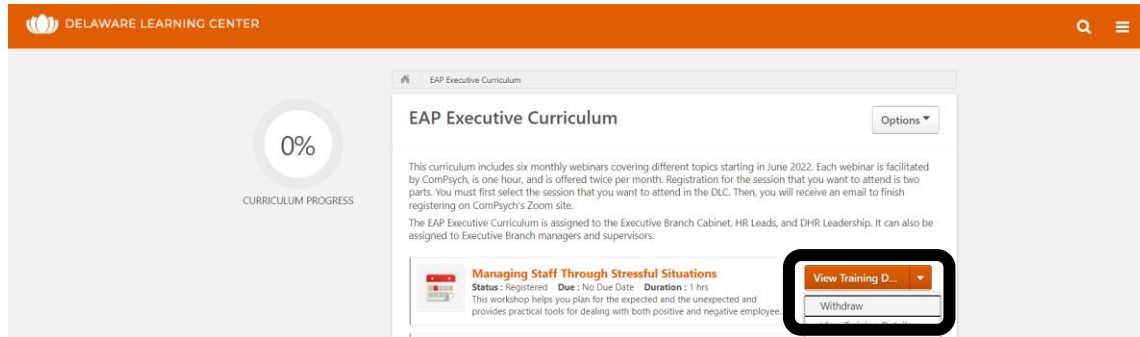
7. You will receive another email for the Zoom event that contains a link to add the webinar to your calendar.

## How to Change the Session That You Will Attend

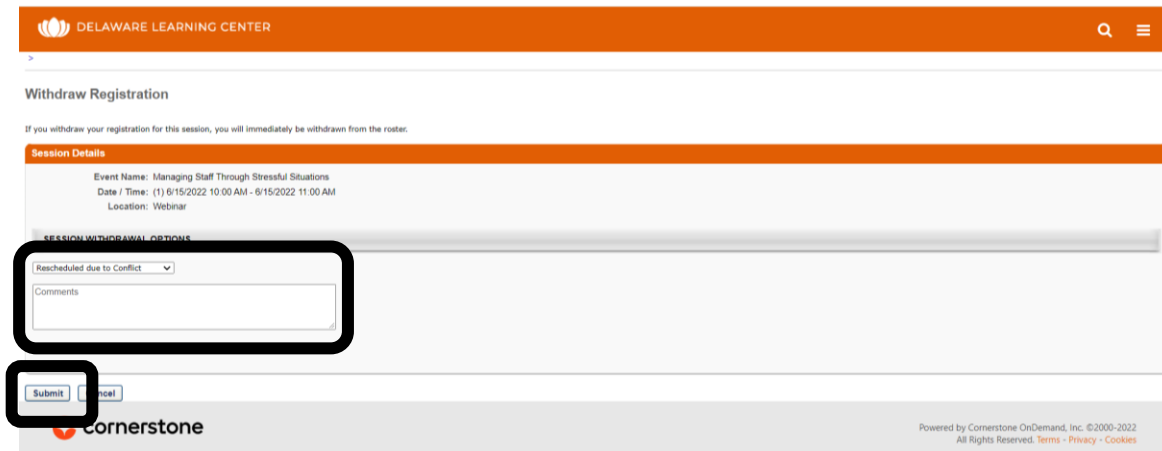
1. Access the [Delaware Learning Center](#) (DLC) through either State Sign-On or Standard Login.
2. Go to your Transcript in the DLC and click **Open Curriculum** to the right of the EAP Executive Curriculum.



3. You will see six webinars in the curriculum. Find the webinar for which you want to change sessions. To the right of that webinar title, click the drop arrow beside the View Training Details button and select **Withdraw**.



4. On the Withdraw Registration screen, select the reason for withdraw and click **Submit**.



8. You will return to the EAP Curriculum Page. Go to the webinar that you just withdrew from and click **Select Session**.



9. On the Event Details pop-up window, choose the webinar date/time that works best for you and click **Request** beside that session.

The screenshot shows a web browser window with the URL [stateofdelaware-pilot.csod.com/LMS/LoActions/LoDetailEvent.aspx?loid=f6ab66f0-932a-46cf-ad6e-...](https://stateofdelaware-pilot.csod.com/LMS/LoActions/LoDetailEvent.aspx?loid=f6ab66f0-932a-46cf-ad6e-...). The page displays a table of sessions with columns: Sessions, Locator Number, Seats Available, and Waitlist. Two sessions are listed, each with a 'Request' button highlighted by a black box.

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Buttons: **Request** (highlighted), **Request** (highlighted), **Close**, **Notify me when sessions are scheduled**

10. You will receive an email for each session that contains a link to finish registering on ComPsych's Zoom website. Click the link in the email to access the Zoom site for your selected session.

The screenshot shows an email interface with the subject 'Action Required: Finish Registering for Managing Staff Through Stressful Situations'. The email is from 'LearningCenter (MailBox Resources)' to 'LearningCenter (MailBox Resources)'. The body of the email says: 'Dear Caryn, Thank you for your interesting in attending Managing Staff Through Stressful Situations! Your registration is almost complete. Finish registering on [ComPsych's Zoom](#) page. You will need to enter your first name, last name, and State email address and click **Register**. Then, you will receive an email with a calendar invite that contains the link for the Zoom meeting.' The 'Request' button is highlighted by a black box.

Buttons: **Request** (highlighted), **Reply**, **Reply All**, **Forward**, **More**

11. On the Zoom site for the session, enter your first name, last name, email address, and click **Register**.

The screenshot shows the 'Webinar Registration' form on the Zoom site. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Confirm Email Address'. The 'Register' button is highlighted by a black box.

Fields: **First Name**, **Last Name**, **Email Address**, **Confirm Email Address**

Buttons: **Register** (highlighted)

12. You will receive another email for the Zoom event that contains a link to add the webinar to your calendar.  
13. You will also need to remove the Zoom event on your calendar that you withdrew from.